

ATTACHMENTS

- Attachment 1:**
1. Letter of Intent to Inspect the Office of the Chief Medical Examiner.
 2. Terms of Reference.
- Attachment 2:** Protocol for a Conclusion of Presumed Dead On Arrival (PDOA) Status.
- Attachment 3:** FEMS Incident Report.
- Attachment 4:** Metropolitan Police Department *Incident-Based Event Report*.
- Attachment 5:** *Supplemental Report* by [REDACTED].
- Attachment 6:** Jonathan L. Arden, M.D. Letter to the Editor of *The Washington Post*, 26 November 2002.

ATTACHMENT 1

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Inspector General

Inspector General



October 28, 2002

Jonathan L. Arden, M.D.
Chief Medical Examiner
Office of the Chief Medical Examiner
1910 Massachusetts Avenue, Southeast
Washington, D.C. 20004

Dear Dr. Arden:

Consistent with the Mayor's initiative to review, evaluate, and improve performance standards in all components of the District of Columbia government, the Office of the Inspector General (OIG) has scheduled inspections and evaluations of certain agencies and programs.

The Office of the Chief Medical Examiner (OCME) has been selected for inspection by the OIG Inspections and Evaluations Division beginning Monday, November 4, 2002. As a preliminary step, [REDACTED] (Director of Planning and Inspections) will contact your office and schedule an Entrance Briefing with you and her team. At that briefing, the inspection team will explain the inspection process, answer questions and discuss concerns you might have about the inspection. In addition, she will solicit your views about OCME operations and any other areas you wish the team to inspect and report on. [REDACTED] can be contacted on (202) 727-8490 if you have any questions prior to the Entrance Briefing.

Please direct all employees to cooperate fully with the OIG inspection team and to provide documents and information as requested. To assist you in this regard, a brochure that explains the inspection process is enclosed for your reference.

In support of the inspection, please provide the following information to [REDACTED] as soon as possible, but not later than Friday, November 1, 2002:

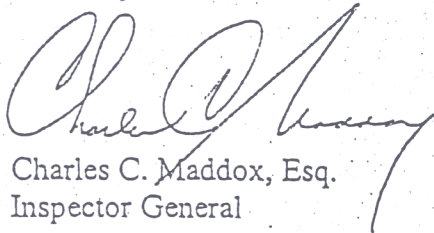
- mission statements;
- policies and procedures;
- organizational charts;
- employee listing;
- list of key contact persons, telephone numbers and locations;
- locations of facilities;
- copies of budgets (2000 and 2001);
- copies of any previous management studies;
- list of any pending or current contracts;

Letter to Jonathan L. Arden
October 28, 2002
Page 2

- list of all reports required by federal and district agencies and officials; and
- any other documentation you believe may assist the inspection.

I look forward to working with your Office in our joint efforts to improve the quality of services provided to citizens of the District of Columbia.

Sincerely,



Charles C. Maddox, Esq.
Inspector General

CCM:mlc

Enclosure: As stated

cc: The Honorable Anthony A. Williams, Mayor, District of Columbia
Mr. John Koskinen, City Administrator
Ms. Margret Nedelkoff Kellems, Deputy Mayor, Public Safety and Justice
The Honorable Linda W. Cropp, Chairman, Council of the District of Columbia
The Honorable Vincent B. Orange, Sr., Chairperson, Committee on Government
Operations, Council of the District of Columbia
Councilmember Sandra Allen, Chairman, Committee on Human Services



OFFICE OF THE INSPECTOR GENERAL
Inspections and Evaluations Division
Inspection of the Office of the Chief Medical Examiner
November 4, 2002 to April 30, 2003

Terms of Reference

I. Background

The Inspector General has directed an inspection of the Office of the Chief Medical Examiner.

II. Scope

Evaluate the sufficiency and quality of policies and procedures, the quality and efficiency of service delivery, and the sufficiency of internal controls of the Office of the Chief Medical Examiner including the following programs: Forensic Pathology; Forensic Investigations; Mortuary Services; Laboratory Services; Fatality Review; and Administration. Determine adherence to codes, regulations, laws, policies and procedures.

III. Methodology

- Review all applicable pertinent laws, municipal regulations, policies and procedures for OCME. Review oversight of these laws, regulation and policies for compliance.
- Review the mission statement for OCME.
- Review organization structure, budgeting and staffing levels of OCME in relationship to organizational goals and OCME's overall mission statement.
- Review OCME's goals and objectives for FY 2001 and 2002.
- Collect and analyze data to ascertain OCME's efficiency, effectiveness and quality of delivery of services as outlined in their mission statement and goals and objectives for FY 2001 and 2002.

IV. Areas of Inspection

1. Accuracy and timeliness of autopsy reports.
2. Accuracy and timeliness of death certificates.
3. OCME case management system.
4. Management and supervision within OCME.
5. Staffing within OCME.
6. OCME's safety policies and procedures and adherence to these policies and procedures.
7. Health and Safety conditions in OCME facilities.